Travis County Courts

E-Courtroom Training Guide
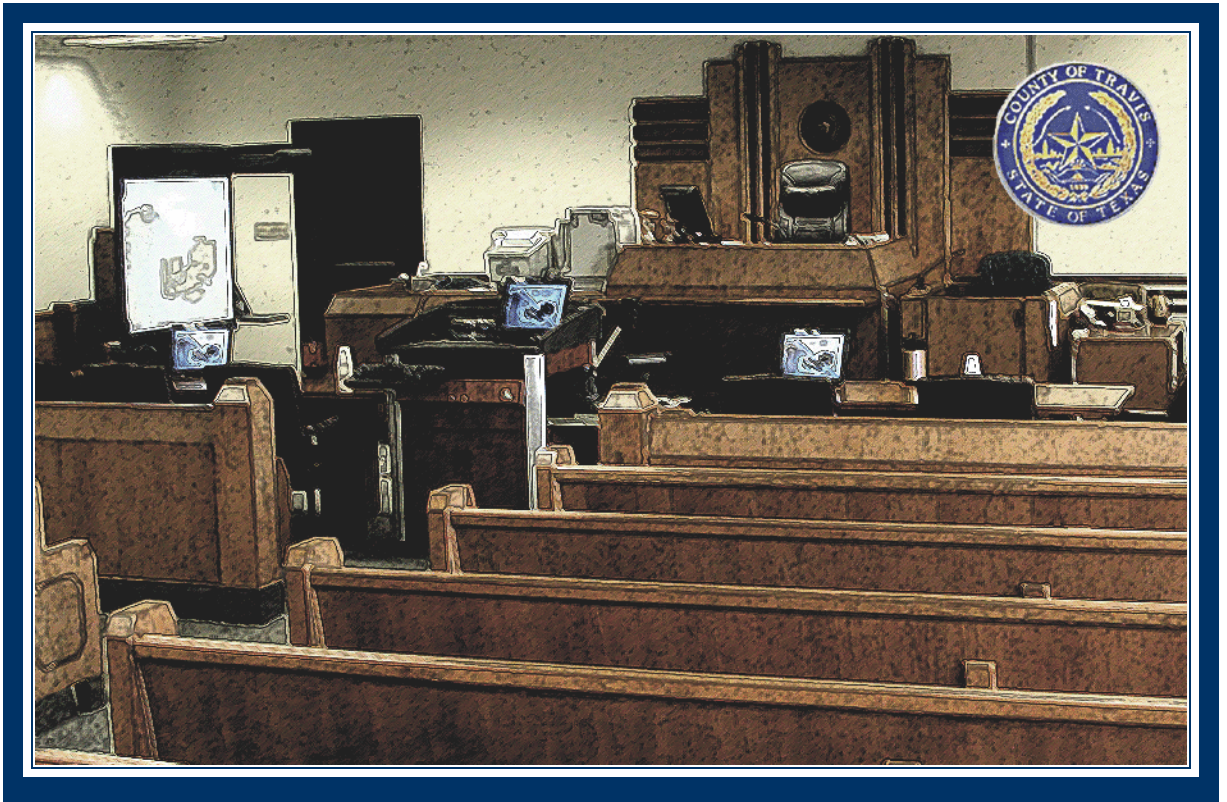
Digital SOUTHWEST

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September 15, 2009

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The E-Courtroom System

Systems Overview and Functionality

- The E-Courtroom system is an evidence presentation tool that utilizes a dedicated computer, electronic wall-display, data monitors, DVD/VCR, document presenter, printer and integrated audio system.

- From the lectern, attorneys have the capability to present digitized evidence, digital presentations, Internet based information, printed hardcopies, transparencies, x-rays, three-dimensional physical evidence and DVD/VCR recorded material.

- The video signal is routed to the 3M Wall Display, the judge's monitor, witness monitor, and to each counselor's table simultaneously.

- Each judge has the capability to route what is displayed on their individual computer on the judge's bench to the evidence being presented from the lectern.

- The wall display serves as an interactive display as well as a traditional whiteboard.

Getting Started

The Lectern

- The lectern contains a dedicated computer for interfacing with the system. The following applications are currently available for use:
    - Microsoft PowerPoint
    - Microsoft Excel
    - Microsoft Word
    - Internet Explorer (Internet access)
    - Adobe Acrobat Reader
    - Sanction II
    - Real Player
    - Word Perfect 11
    - Roxio
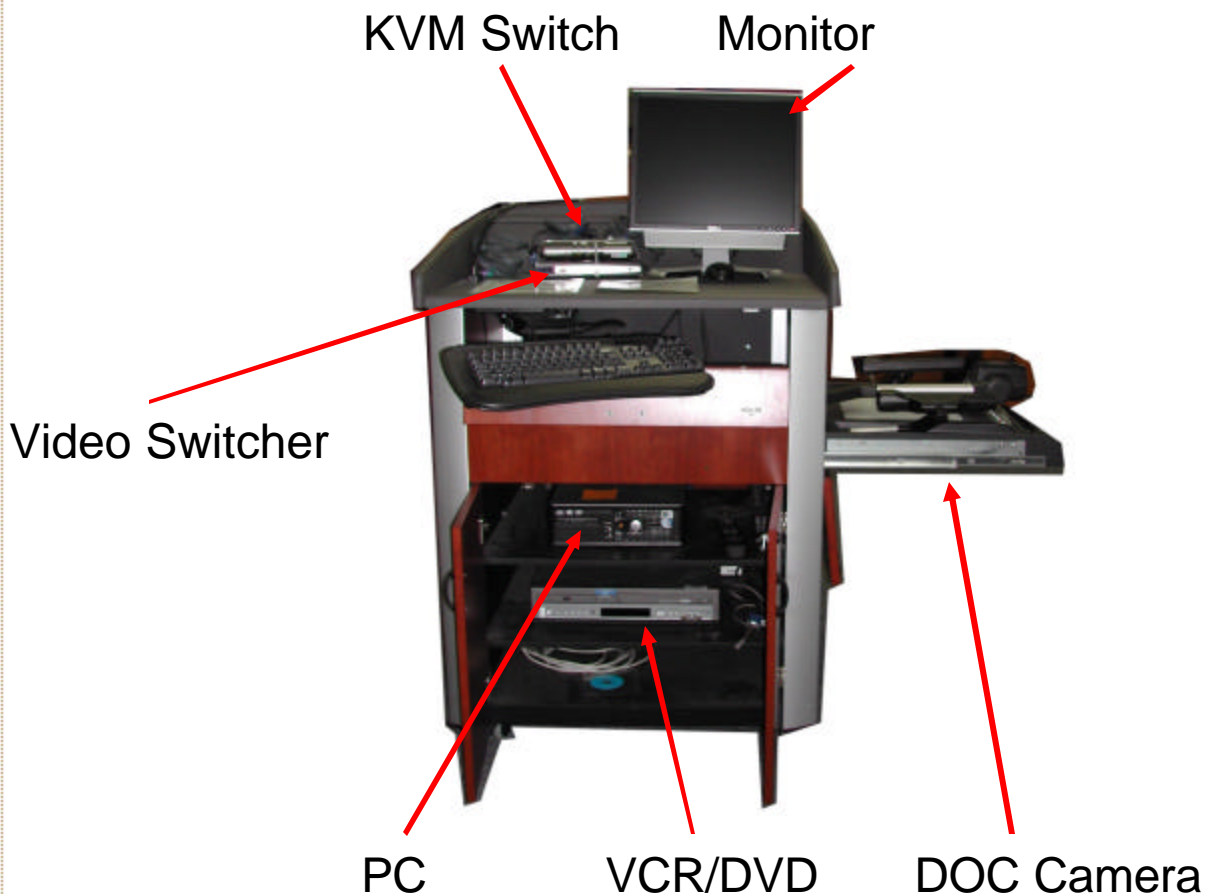
Getting Started

The Lectern

- The dedicated lectern computer has been configured with the 3M E-Beam software to control the interactive whiteboard. Interaction, such as annotation, is only available from the dedicated computer.

    - To access the dedicated lectern computer, select button 1 on the KVM switch.
    - You may also connect your own computer to the KVM switch, using one of the VGA cables provides at the lectern. Then select button 2.

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Getting Started

The Lectern

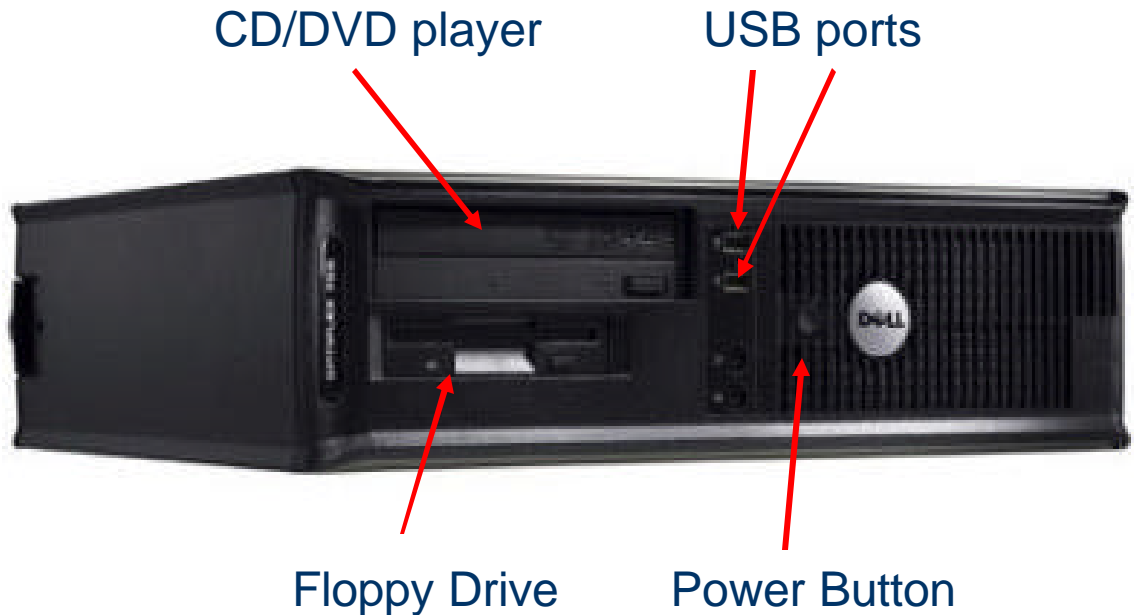- The lectern houses the following: dedicated computer, DVD/VCR, document camera, KVM switch, video source switcher, and reference monitor.
- The 3M Wall Display is positioned to provide viewing for the jury.
- A color printer is located in each courtroom.

KVM Switch   Monitor

Video Switcher

PC   VCR/DVD   DOC Camera

Getting Started

Lectern Computer

CD/DVD player   USB ports

Floppy Drive   Power Button

- The two front side USB ports allow easy access for flash drives and portable hard drives.

- If you have a burned CD or DVD media, try it in the computer first, it has the most software and codecs available.

Getting Started

Lectern - Connecting a laptop

- You have the option to bring in a laptop to hook into the E-Courtroom equipment.
- A monitor cable is provided, however if audio is desired, you must bring a cable.
- You have two options for sending the video out from your laptop to the courtroom displays.
    - Connect all the cables and then start the laptop.
    - Connect the laptop already turned on and press either the (Fn + F4), (Fn +F7), or the (Fn + F8) keys.

- Which of these you will press depends upon the brand of your laptop.

- Here are some examples of what the keys might look like:

Fn + F7

Fn + f4

Fn + F8

Getting Started

The Basics

- ◆ The 3M wallboard acts as projector and as an interactive display. The presenter may annotate over still images from the E-Courtroom's system. These can then be saved as graphic files and/or printed immediately for use as evidence.

Print   Power
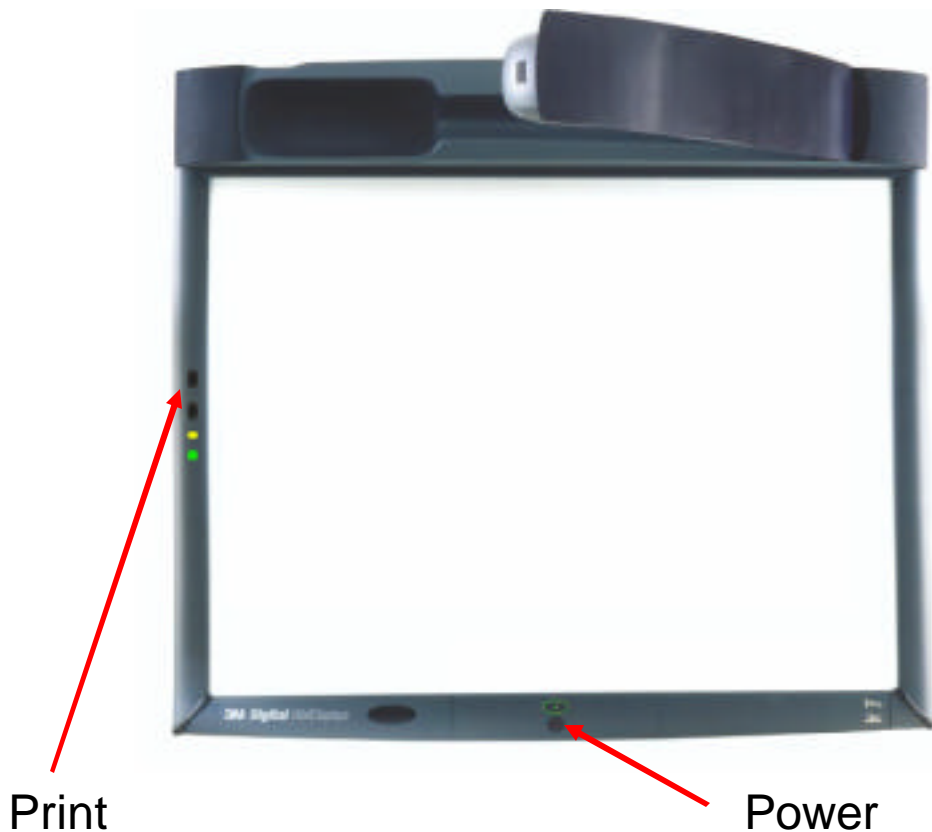
System Basics

My Presentation

- To begin a presentation, verify that the system equipment is powered on. All display sources: PC, DVD/VCR/Tuner are routed to the Wallboard thru the Document Camera. Sources are selected using the document camera' s INT/EXT button located on the top panel.

INT/EXT

- The computer image will simultaneously appear on all the displays. Note: Only the judge has the ability to change his/her display to a source different than the one selected at the podium.

- The INT/EXT button sequentially switches the display to the video switcher and also a blank screen.

System Basics

Video Source Selection

♦ Video source selection is accomplished by the ViewSonic N6 switcher. The unit is located beneath the KVM switcher. The N6 is a switcher/scaler/TV tuner that process the DVD/VCR and TV tuner base signals into a computer format that the 3M wallboard and the data monitors display. The Computer signal passes thru the switcher un-scaled.

♦ To select a source press the INPUT selection button until the image for the desired source appears. Remember that the document camera INT/EXT button must be selected to TV/VCR/DVD/PC

Input   Volume (+/-)   Tuner

System Basics

Using the Dedicated Computer

- The dedicated lectern computer has been pre-loaded with the following:
  - Microsoft Windows XP
    - Microsoft Word 2003
    - Microsoft Excel 2003
    - Microsoft PowerPoint 2003
    - Internet Explorer 7.0
  - Adobe Acrobat
  - 3M E-Beam software
  - Sanction II
  - Real Player
  - Word Perfect 11
  - Roxio
  - Power DVD
- The PC mouse and the 3M wireless mouse work simultaneously. The presenter has the option to use either during their presentation.
- See advanced 3M E-Beam features for more information utilizing the wireless mouse.

System Basics

Using the Document Camera

◆ Samsung 900 DX Function Chart
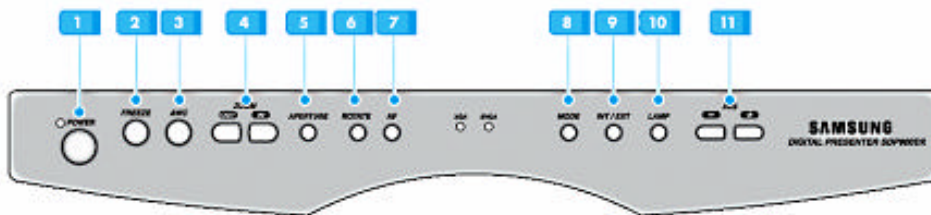
1 POWER	**8** MODE
Use this to turn the power on or off.	Use this to select the desired resolution for the video output device(PC monitor, projector) connected to this product.
2 FREEZE	**9** INT / EXT
Use this to freeze the image.	Use this to select internal or external image INT: to view the image on this product. EXT: to view the VGA output from another device such as a PC monitor or a projector by connecting it to this product.
3 AWC	
Use this to control the color automatically.	
4 ZOOM	**10** LAMP
Use this to control the size of an object projected on the screen.	Use this to turn the upper lamp or light box on or off.
5 APERTURE	**11** IRIS
Use this to control the sharpness of the output image.	Use this to control the brightness of the image by using the iris.
6 ROTATE	
Use this to rotate the image 90, 180, 270 or 360 degrees.	
7 AF	
Use this adjust the focus automatically.	

System Basics

Using the VCR/DVD Player

- This unit supports playback of:
  - DVD
  - VHS
  - Picture CD & JPEG
  - MP3 & WMA CD-R/RW
- Incorporate advanced features:
  - Motion Zoom
  - Jet Search, 7-21 times recorded speed
  - End of tape search

Power | Open/Close | Eject


Rewind | Play | F-Forward | DVD | VCR
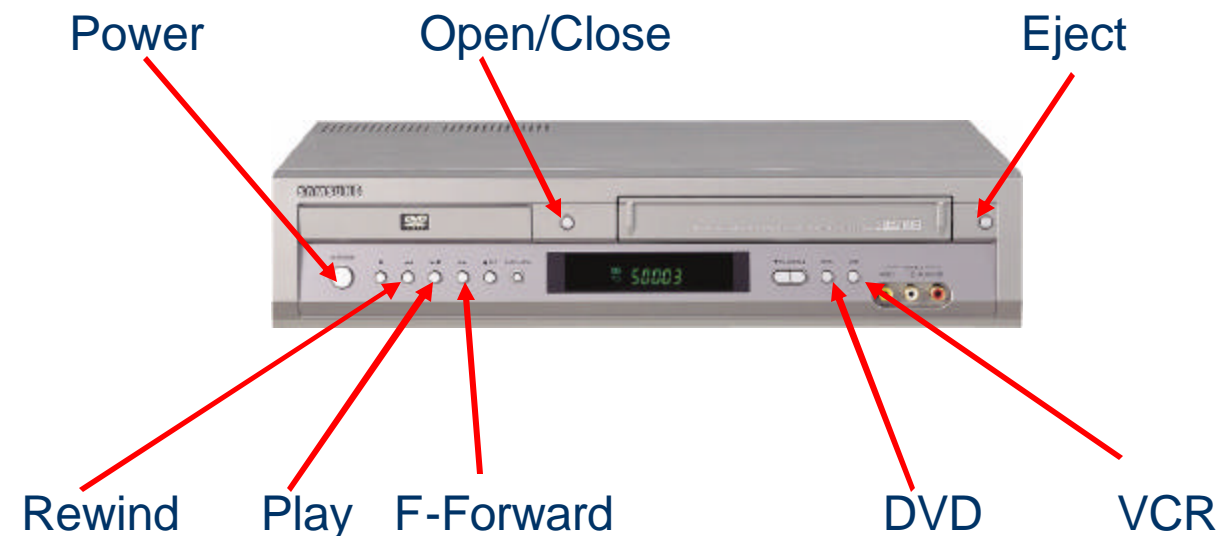
System Basics

3M Wallboard Display Features

- The 3M wallboard is an interactive display and projection system. It can display computer images, video tapes, digital video, add annotation, save and print.

- The presenter may utilize the wallboard from the podium or use the wireless remote and mouse to control the dedicated computer.

- Images may be imported (see advanced E-Beam software notes) and then annotated and printed as evidence.

- The wallboard incorporates the playback audio system for the PC and DVD/VCR. Volume is controlled thru the ViewSonic AV switcher. *Additional control is available with wallboards internal software.*

- The display is moveable within the limitations of the courtroom.

eBeam Software

Operation Modes

♦ Right click the whiteboard icon to change modes.
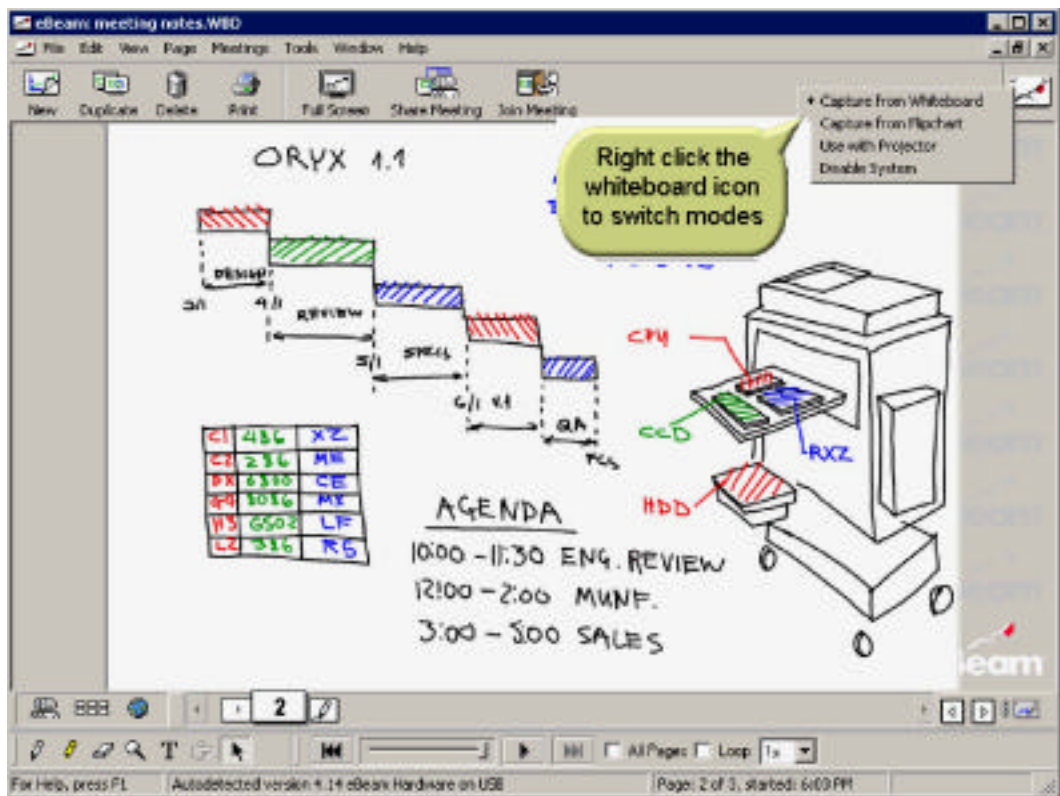
eBeam Software

Using as a Projector

- The projection toolbar has options for system calibration and projector mode.
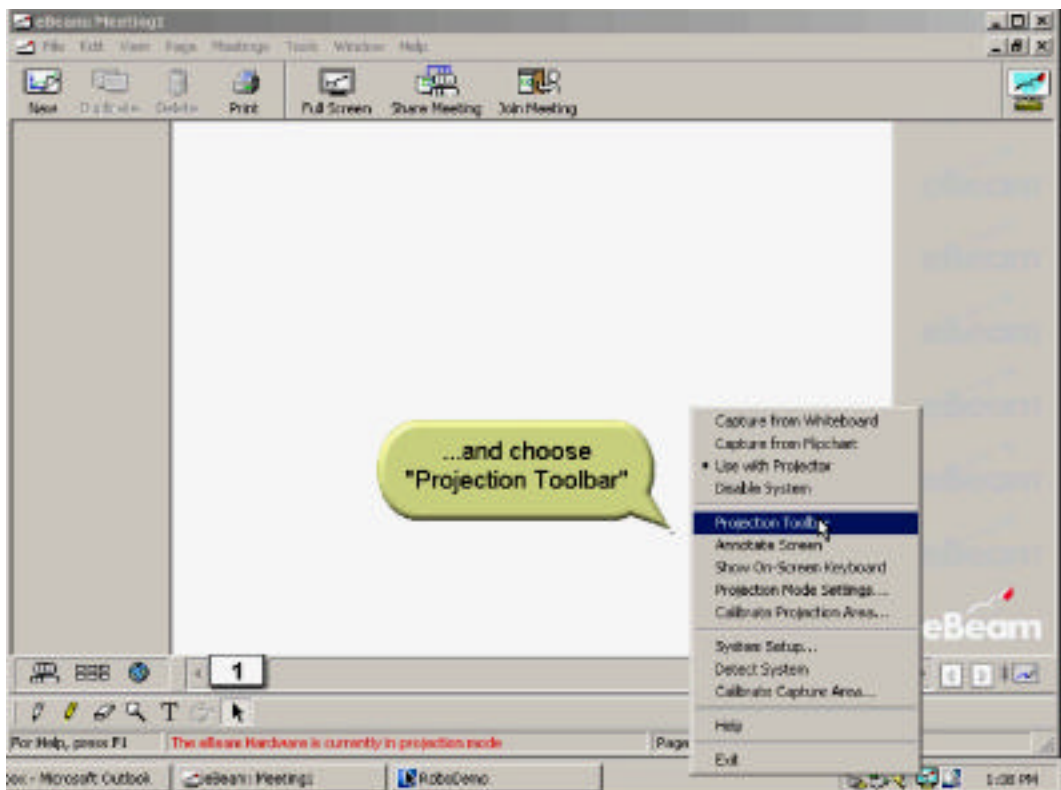
eBeam Software

File Menu and Features

- The File menu incorporates the basic menus for opening a new file, closing, saving and printing.
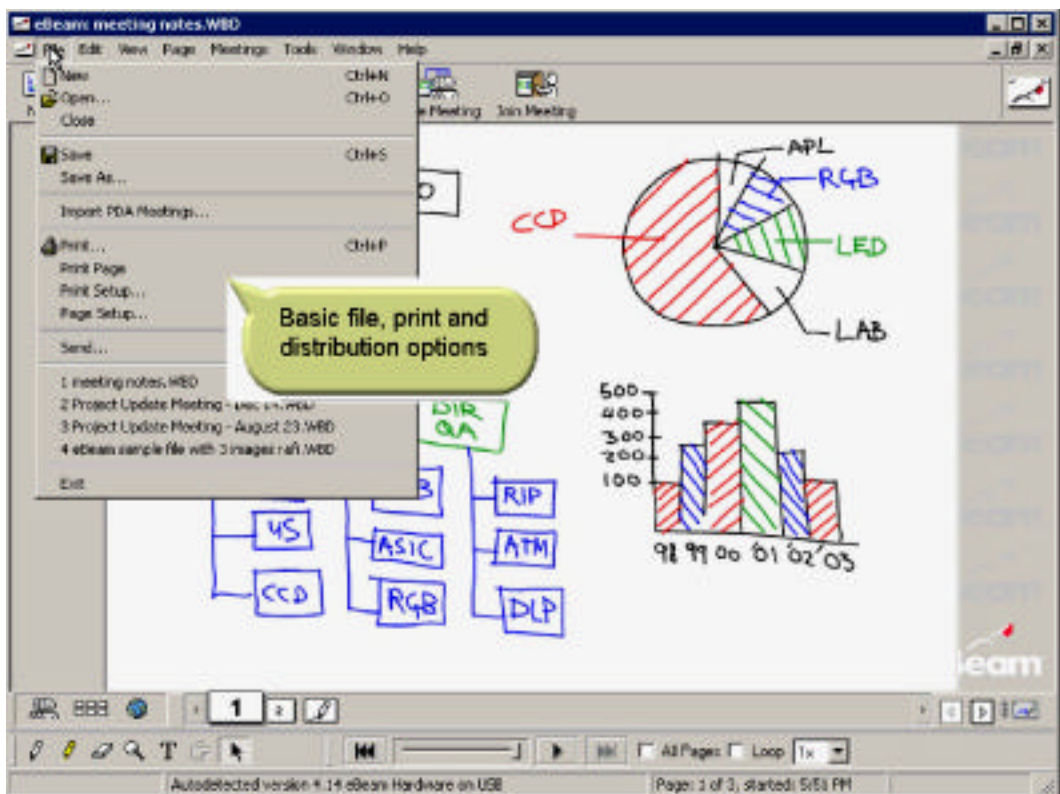
eBeam Software

Create New Pages

◆ Create a new page; previous pages are automatically saved.
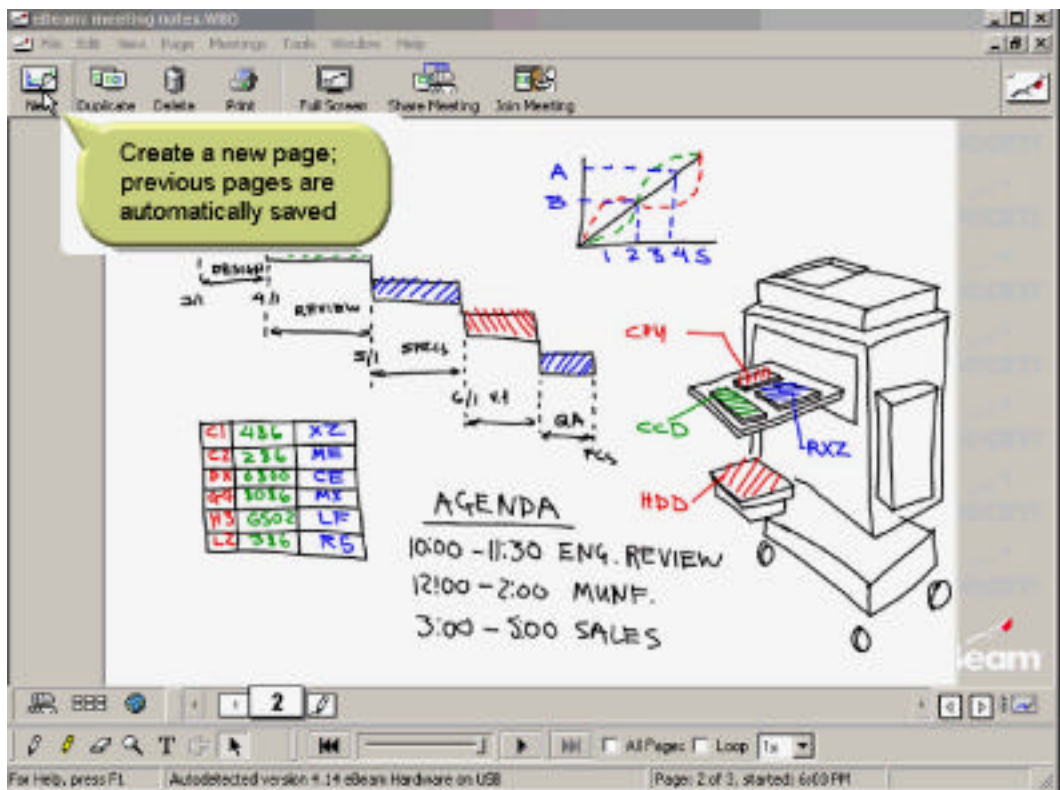
eBeam Software

Duplicate Pages

- Duplicate a page. The duplicated page will be appended to the last page.
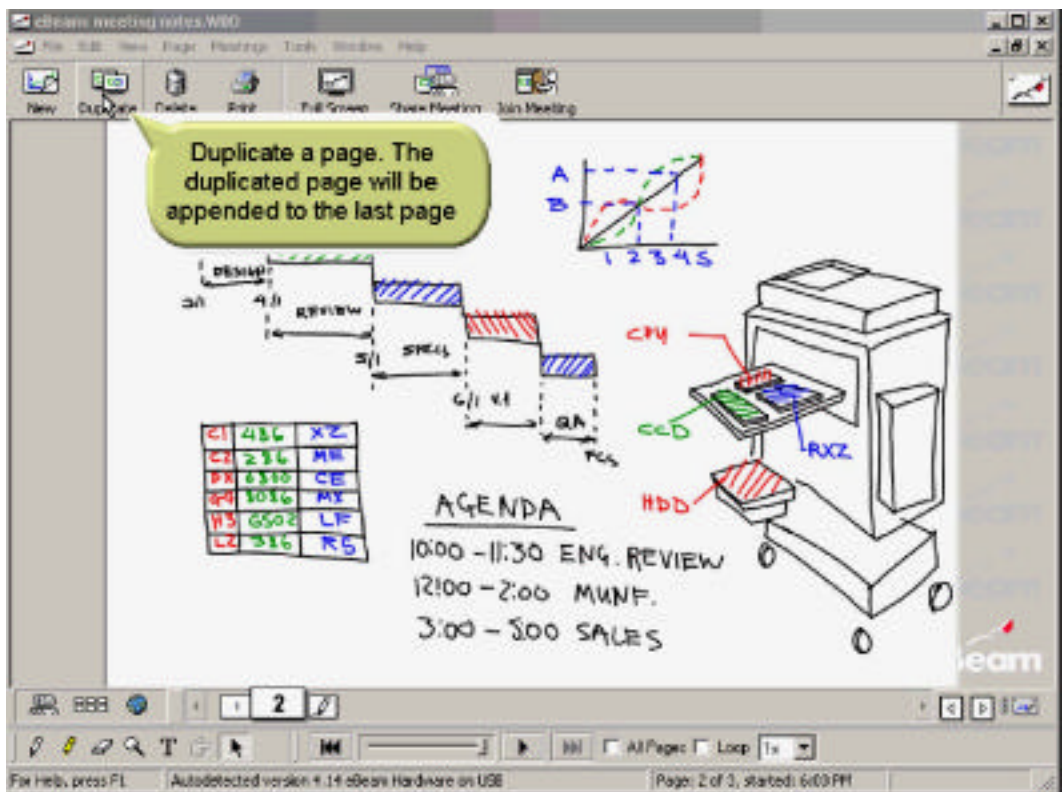
eBeam Software

Moving Pages

- Double click any of the images to move to a particular page.
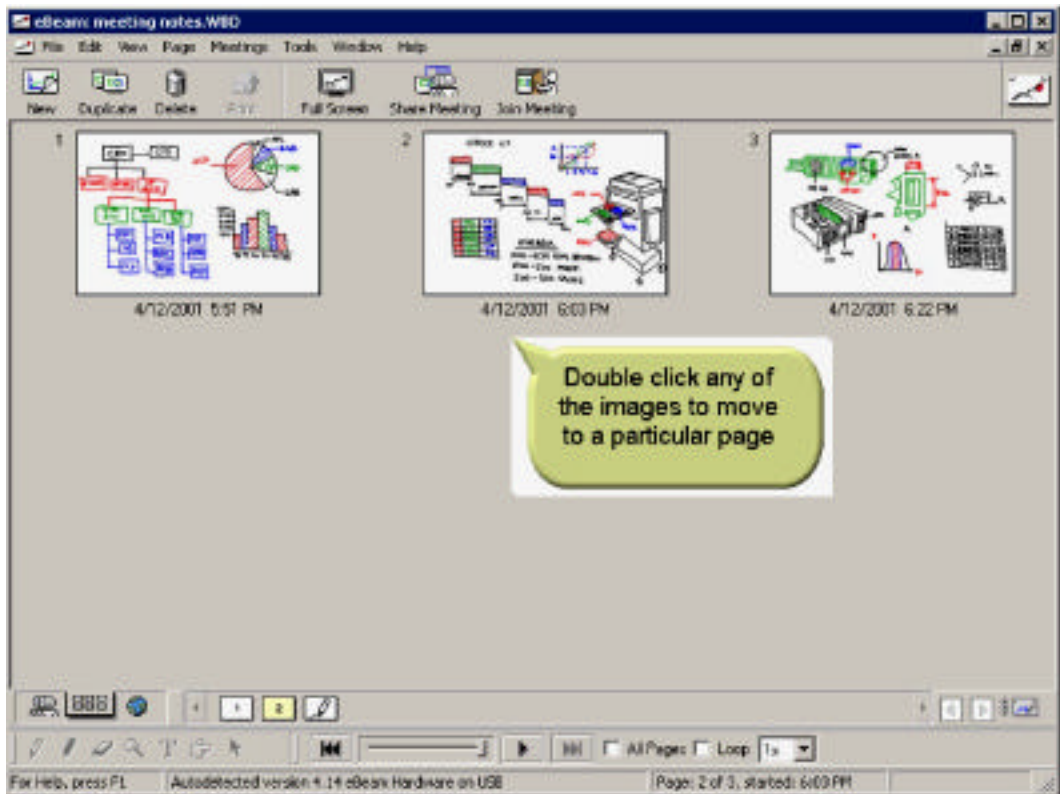
eBeam Software

Delete Pages

- Delete a page.
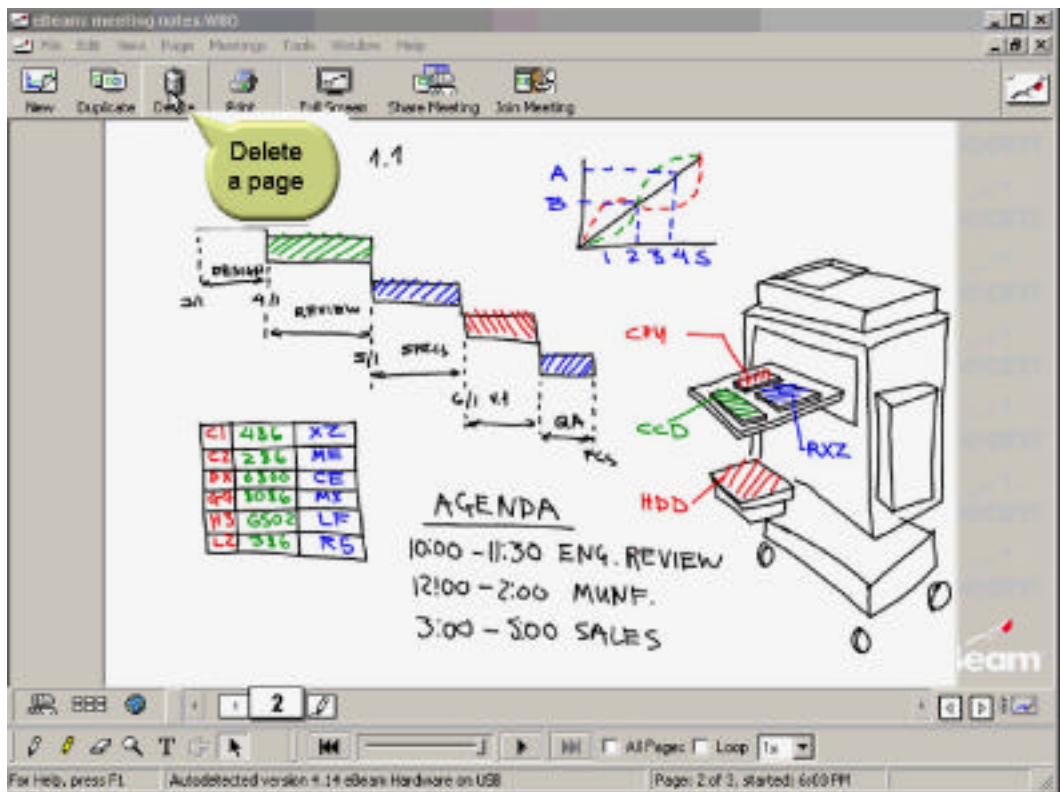
eBeam Software

Full Screen

- Move software to "Full Screen" mode.
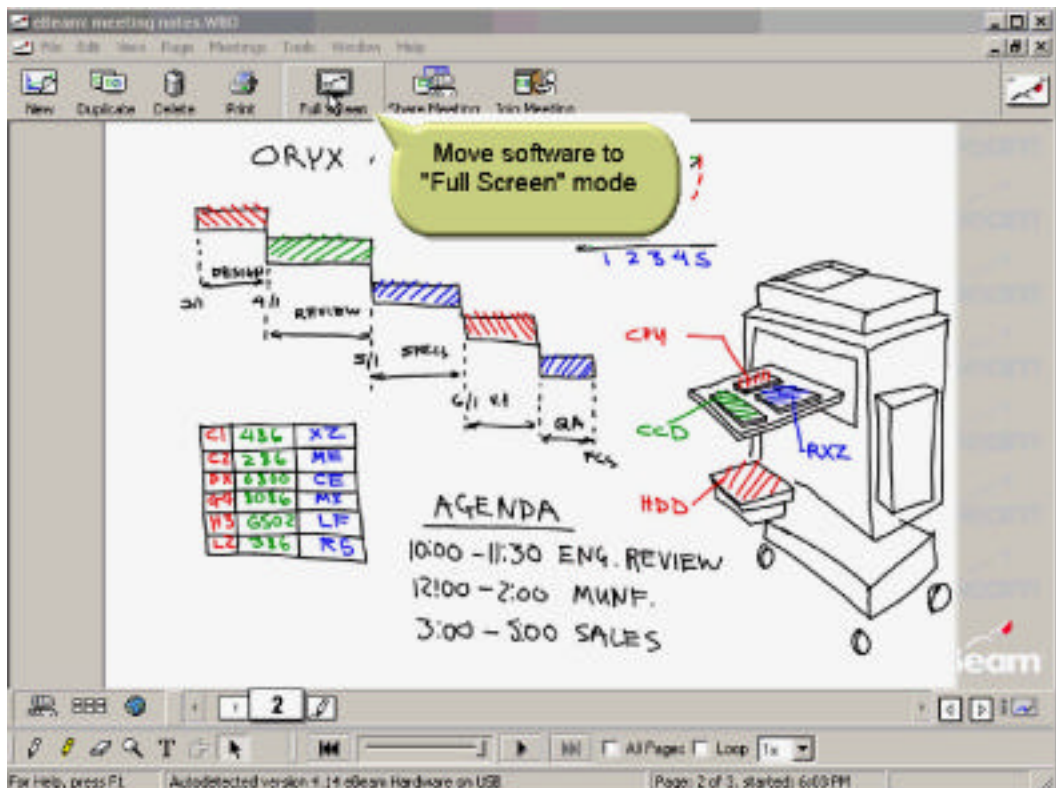
eBeam Software

Pen Tool

- Annotate/draw using multiple pen widths with red, green, blue and black.
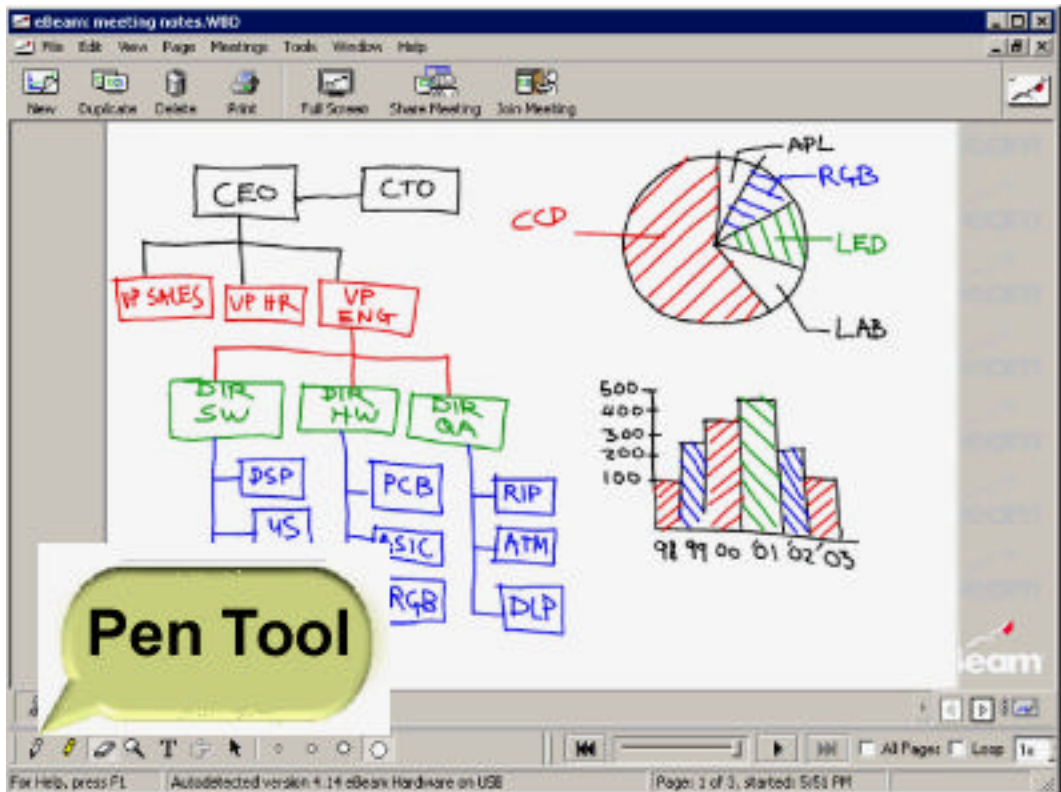
eBeam Software

Highlighter Tool

- Highlight over graphics and text
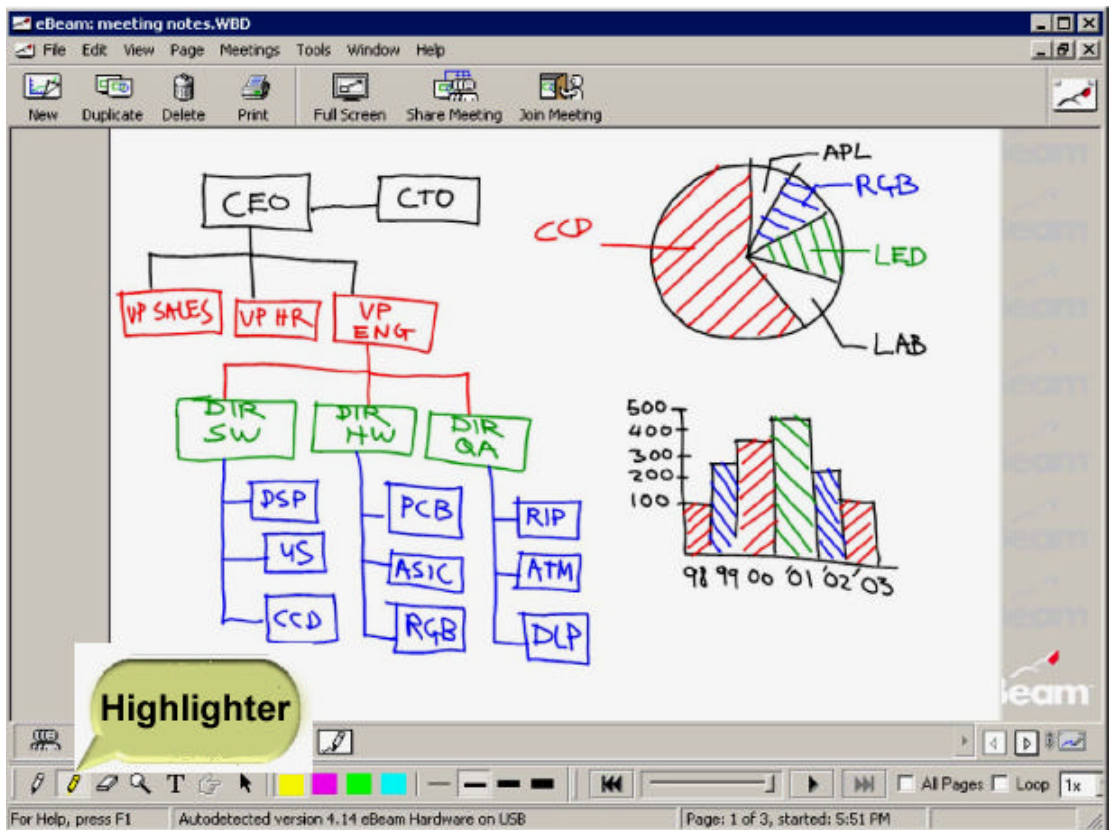
eBeam Software

Eraser Tool

- Erase a portion of the annotations without deleting the entire page.
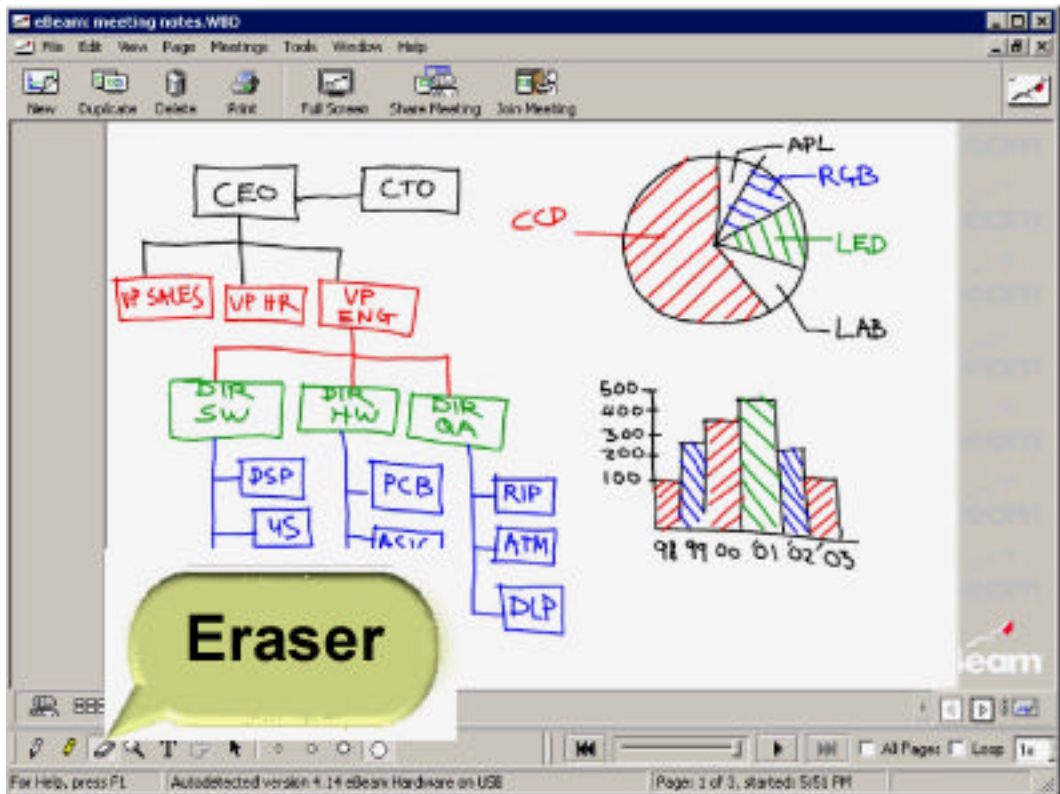
eBeam Software

Zoom Tool

- Zoom in and out to magnify the image
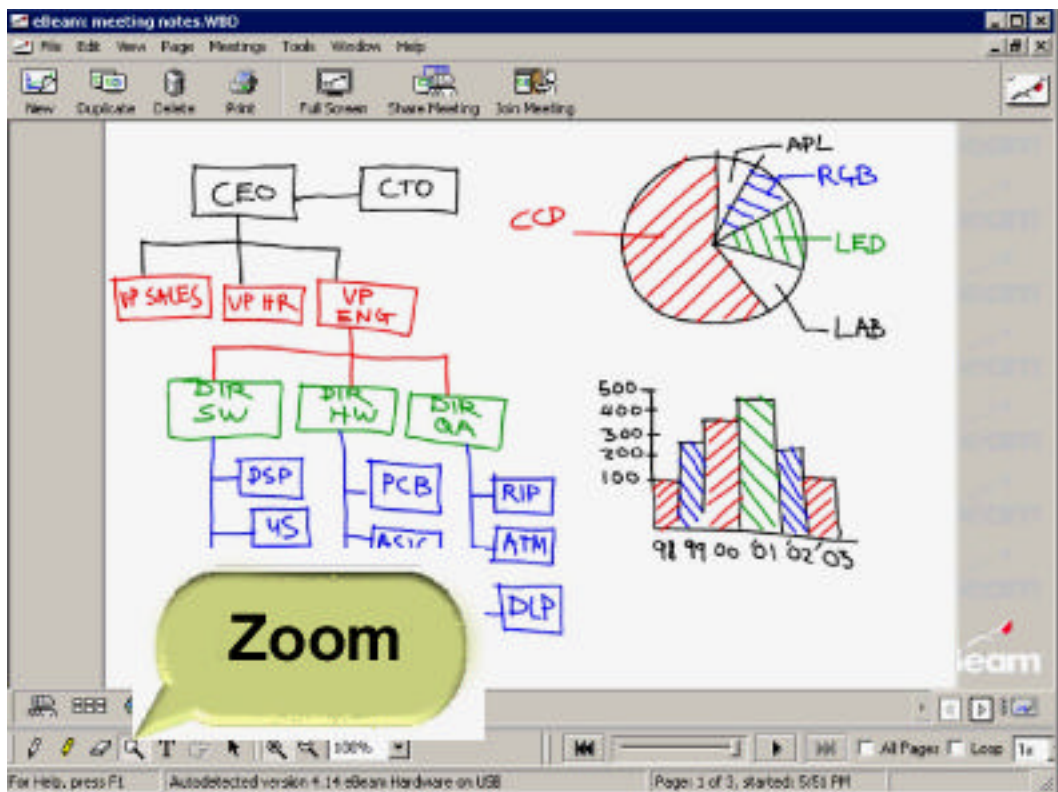
eBeam Software

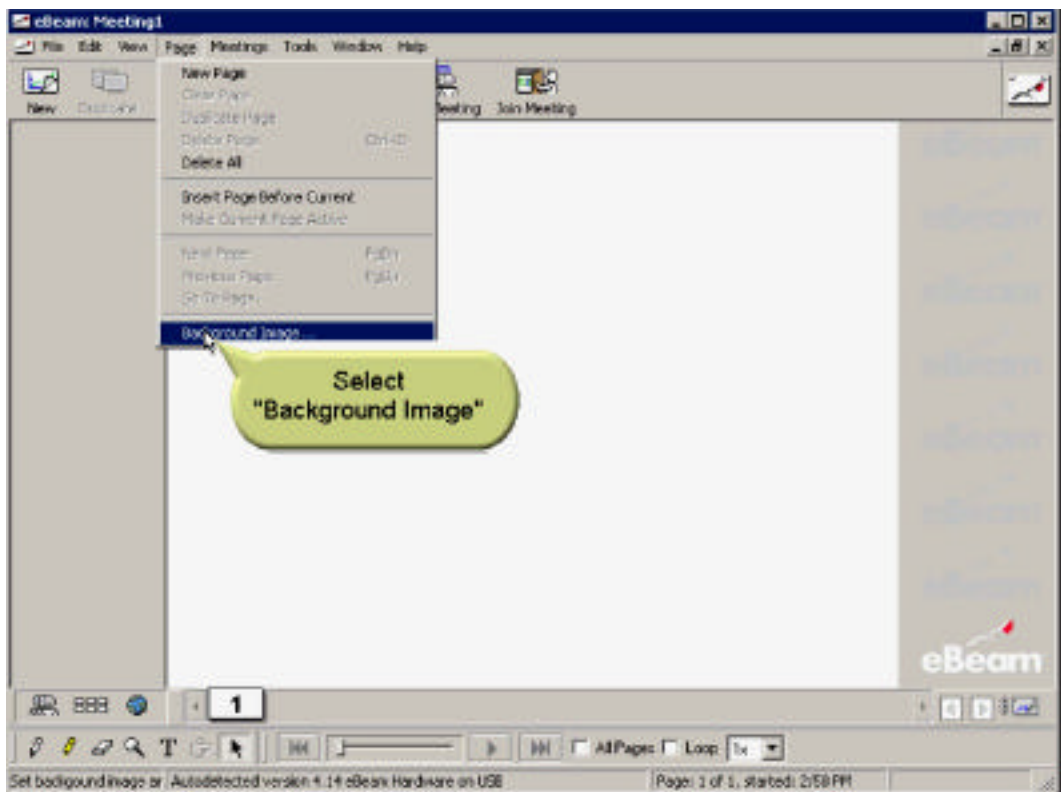## Text Tool

◆ Insert text into meeting/presentation notes.
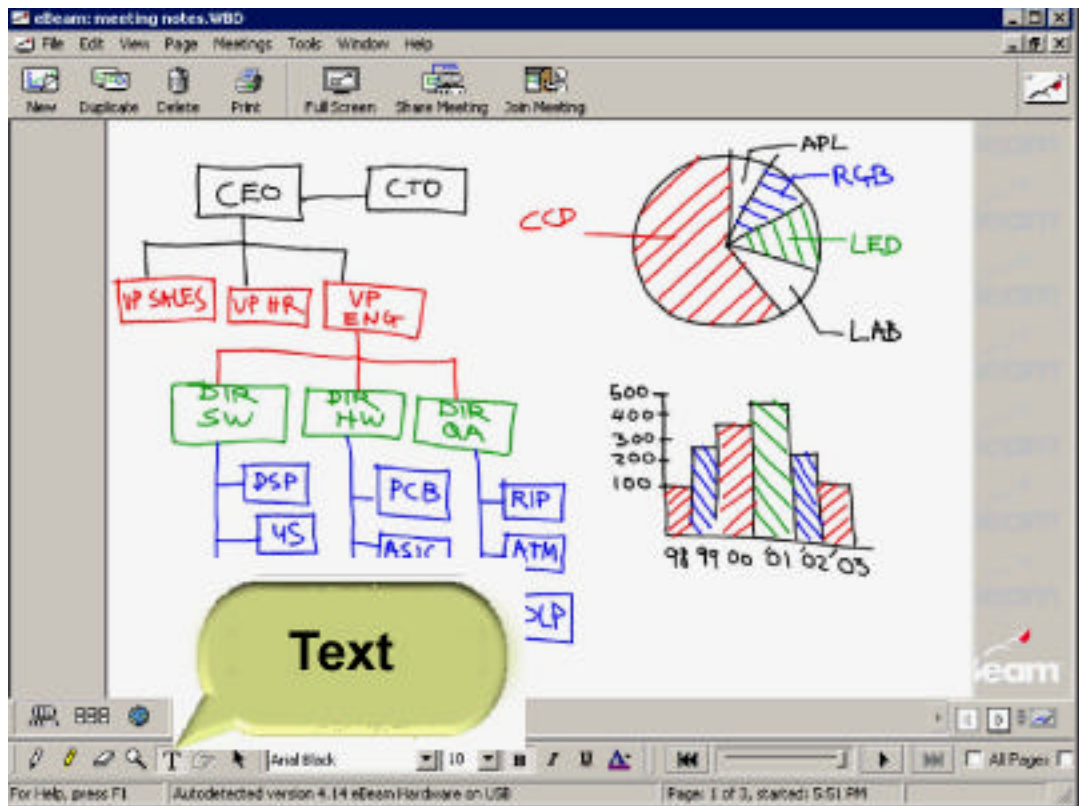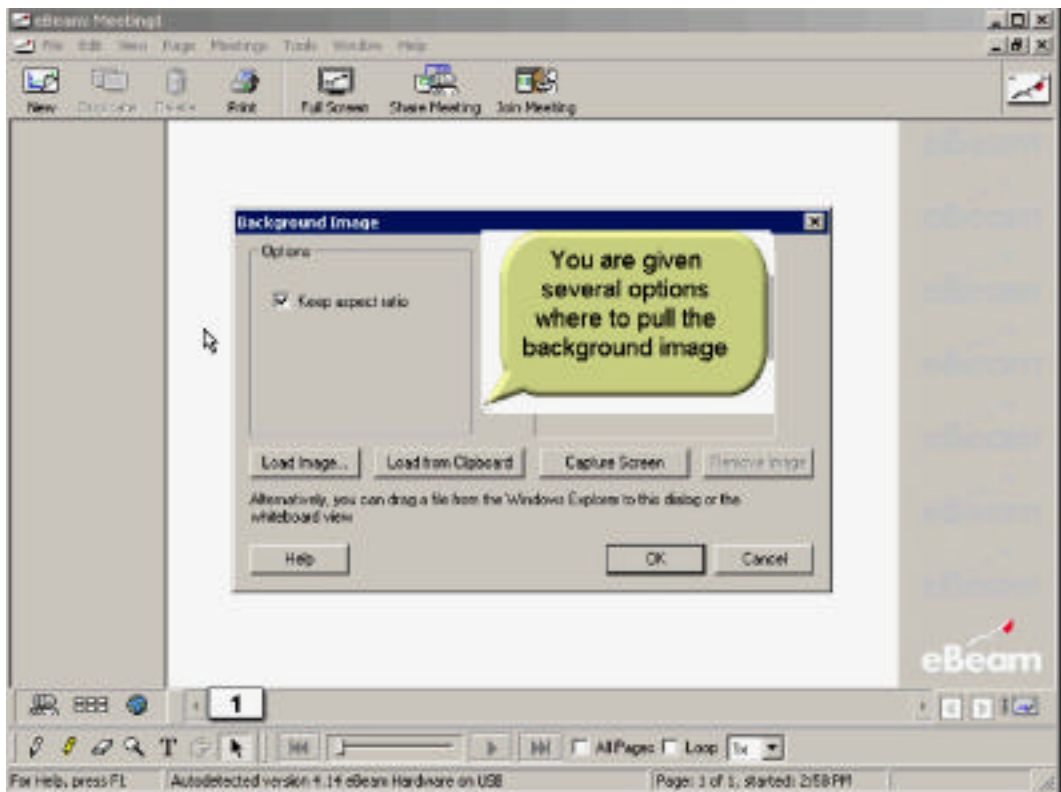
eBeam Software

Importing Files

- Step 1: Select "Background Image" in the Page menu
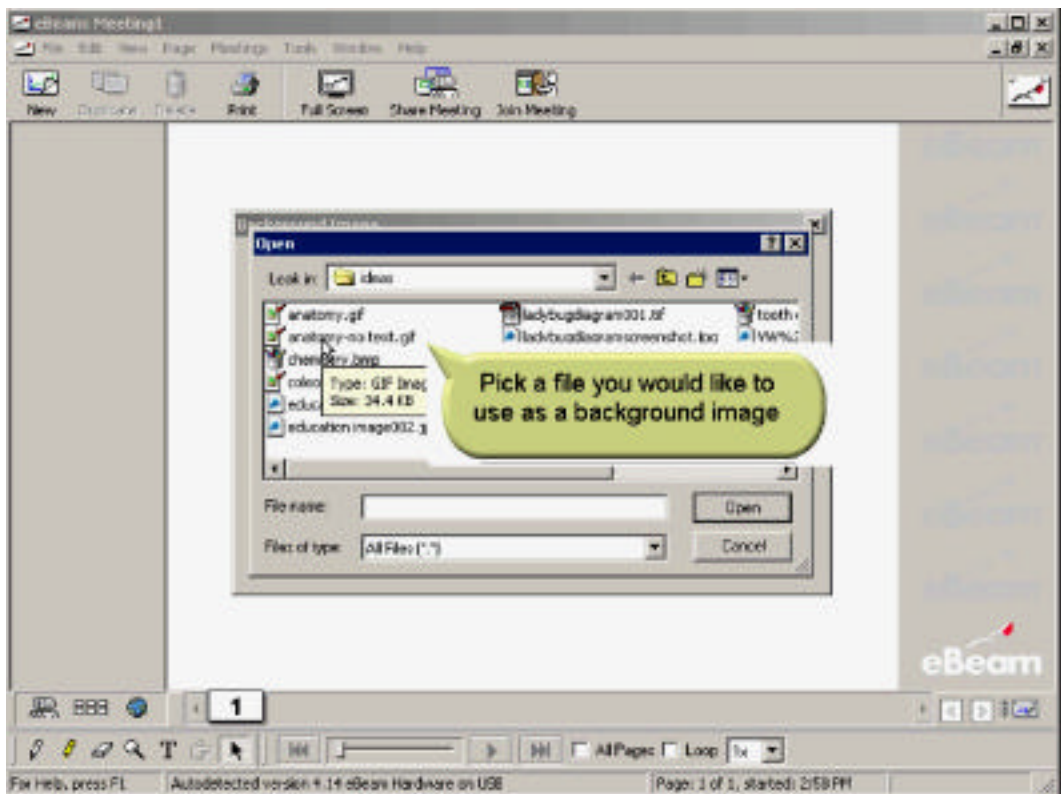
eBeam Software

Importing Files

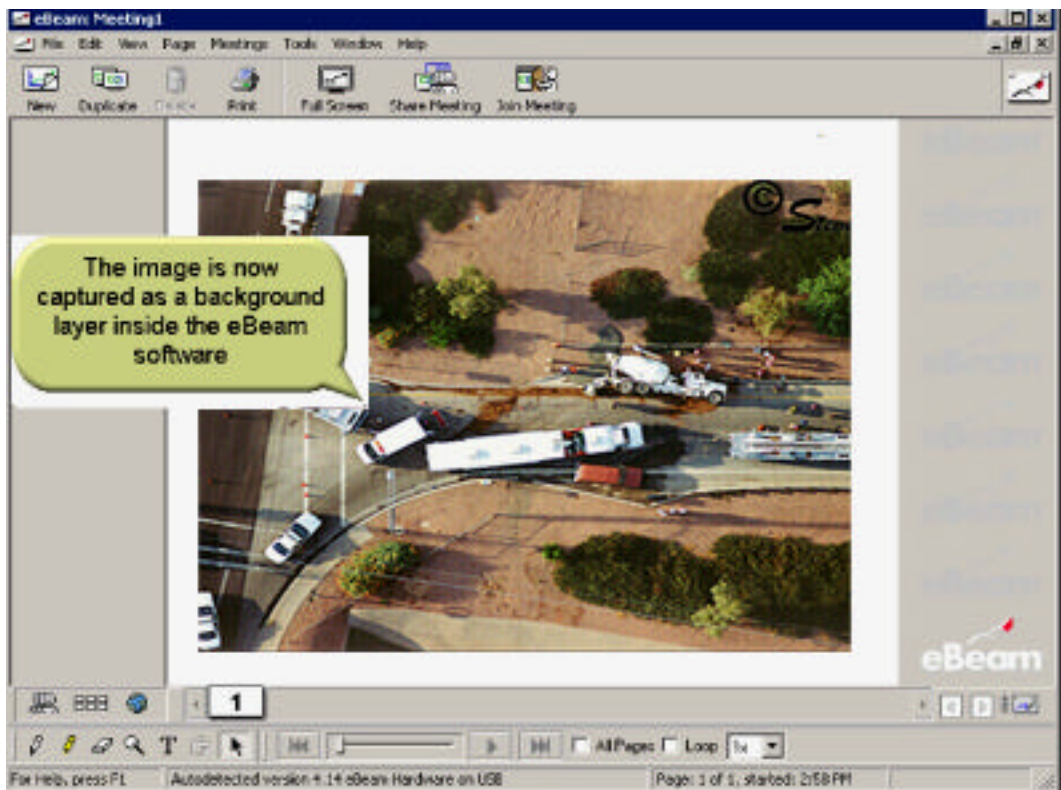- Step 2: Select from options

eBeam Software

Importing Files

◆ Step 3: Choose file to import

eBeam Software

Importing Files
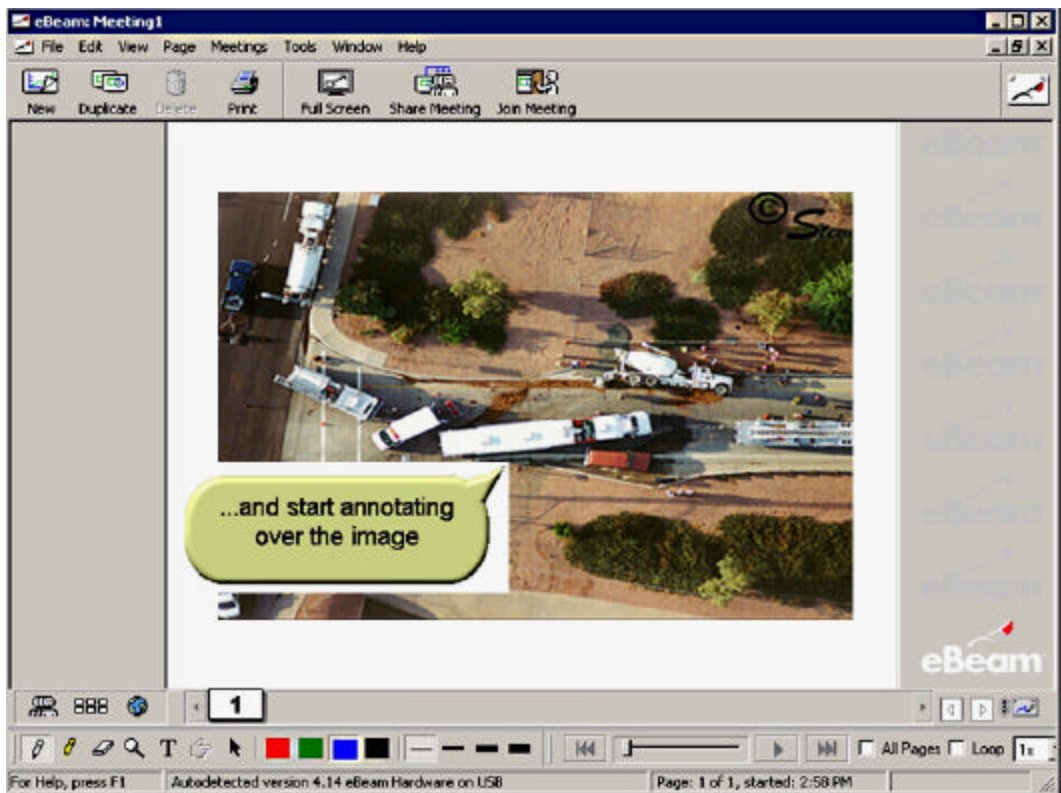
◆ The imaged image is now a background file inside eBeam

eBeam Software

Annotate

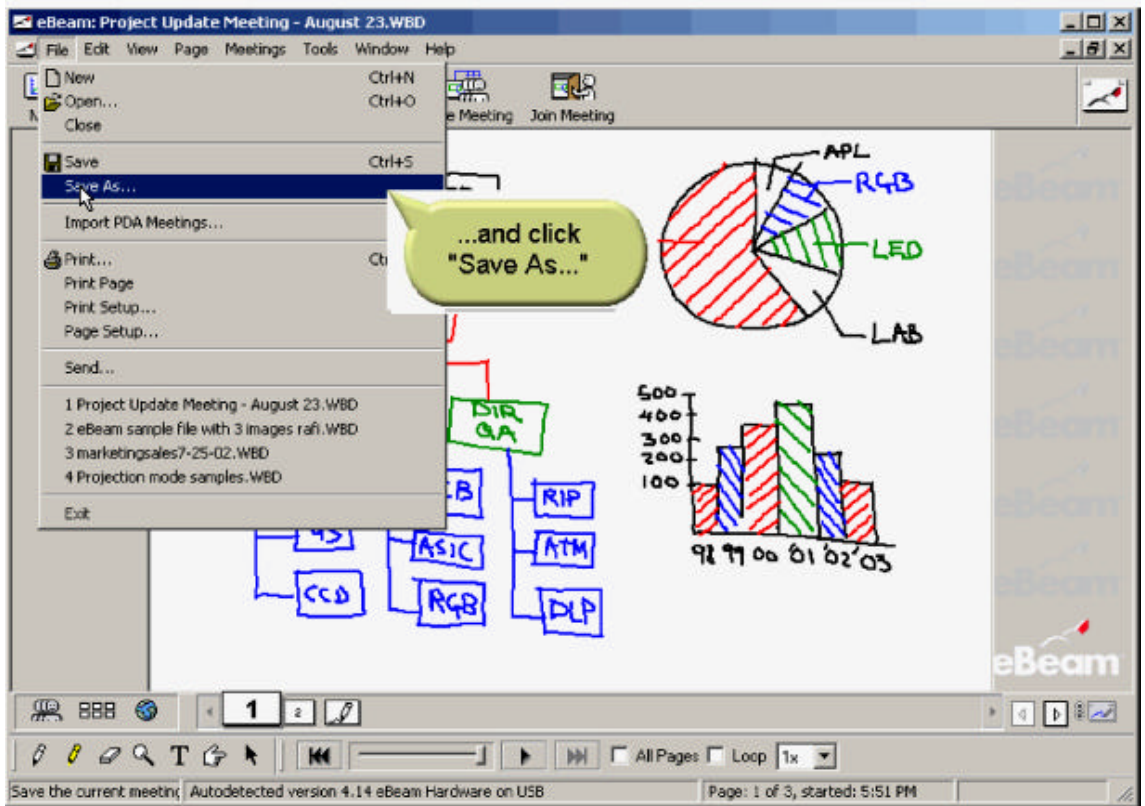♦ Begin annotation using the pen and text tools.

eBeam Software

Saving Images

- Save a file as an eBeam file or as a PowerPoint file.

3M Accessories

- ◆ The 3M wall board has:
  - ■ Red, blue, green and black electronic markers.
  - ■ Electric eraser
  - ■ Wireless mouse
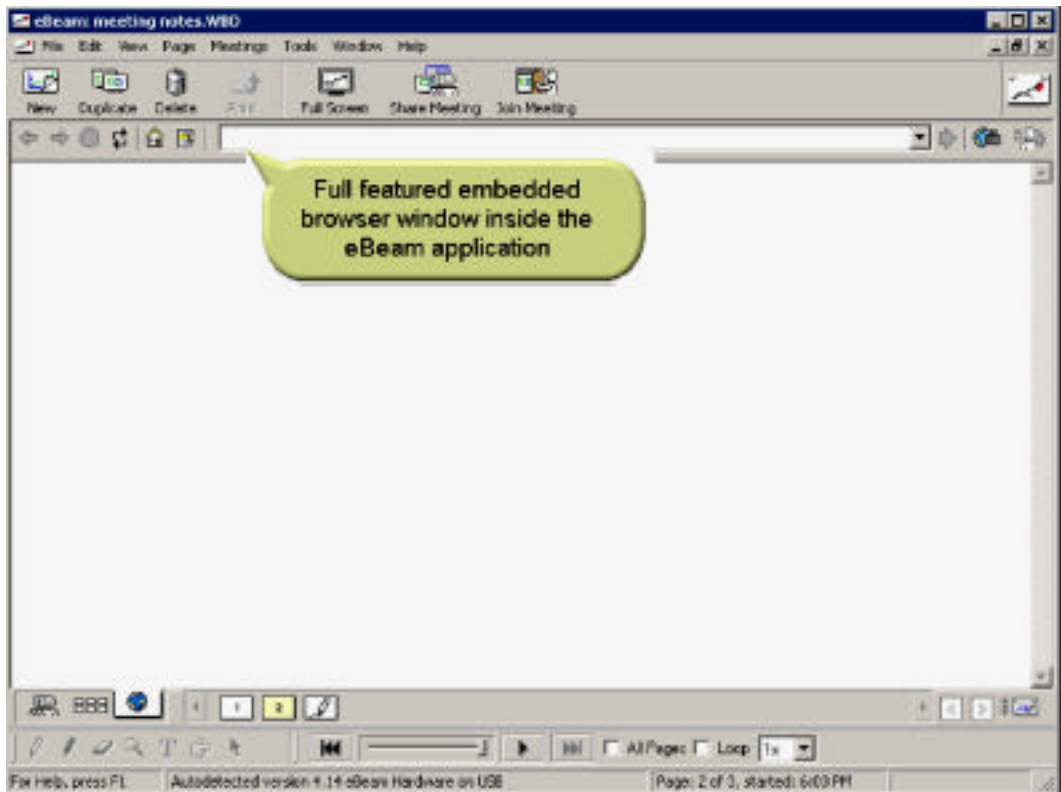
eBeam Software

Embedded Web Files
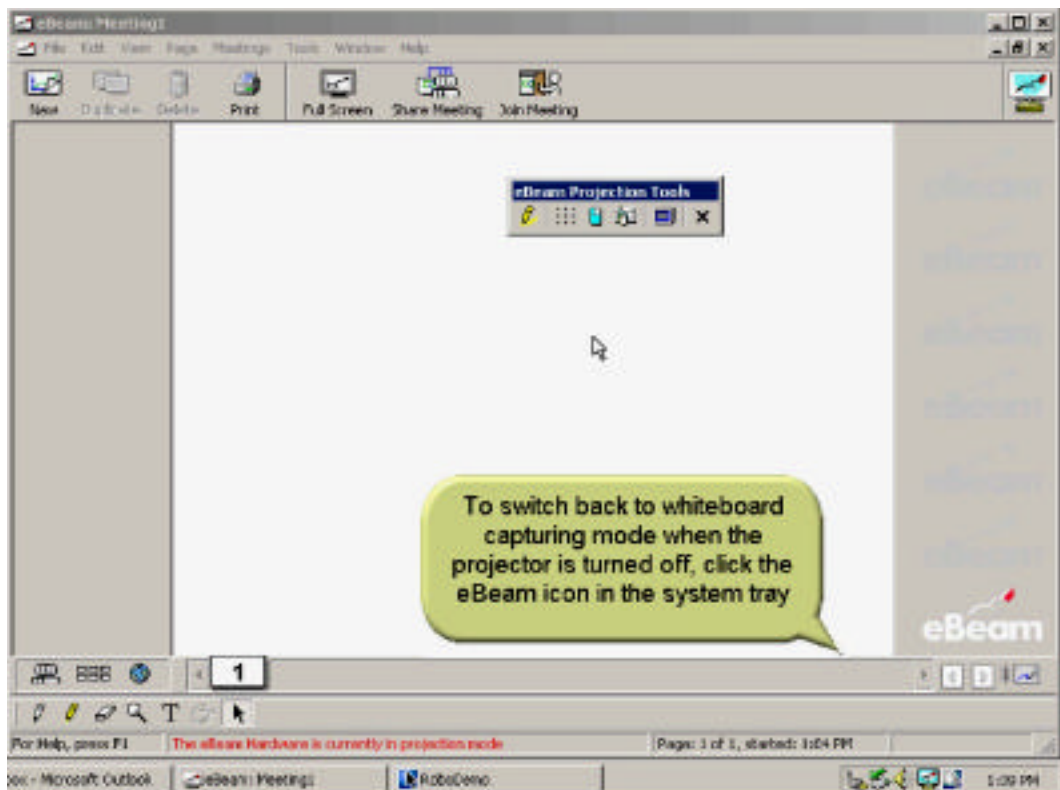
- eBeam contains a full featured browser.

eBeam Software

Reset

◆ To switch back to whiteboard capturing mode when the projector is turned off, click the eBeam icon in the system tray.
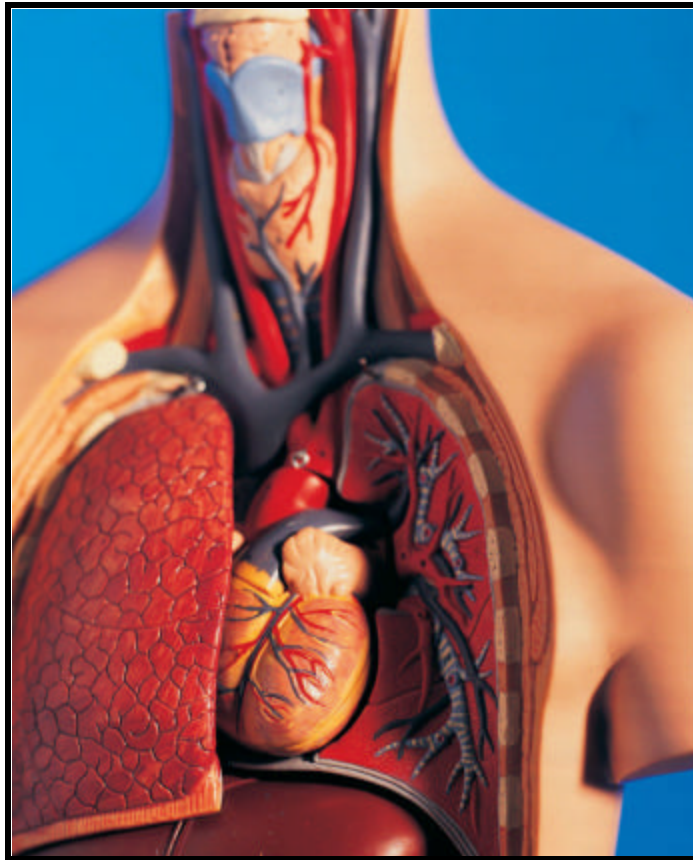
Example #1

◆ Auto accident with injury – load the accident file

Example #2

◆ Heart Patient – malpractice, load the heart file

Example #3

◆ Injury report – Load the X-ray file

Troubleshooting

- Loss of image to the displays:
  - Verify the power on the KVM switch, ViewSonic switcher, document camera and 3M wallboard.
  - Check the dedicated computer.
- Poor images on the document camera:
  - Remove the lens cap
  - Adjust the lights
  - Use backlighting for transparencies
  - Adjust the iris and contrast
- The 3M wall board does not display an image:
  - Verify power
  - Is the projector arm extended
  - Check and or replace lamp
- My personal laptop does not sync to the E-courtroom system
  - Set your output display to the systems frequency and resolution 1024 x 768 @ 75hz

  - Always verify problems and resolutions with the designated Travis County court representative.